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THE ADJUTANT GENERAL
MAJOR GENERAL DAVID P. RATA CZAK
DIRECTOR

AZAA-HR

14 September 2004

MEMORANDUM FOR All Military Technician and Active Guard/Reserve Members, Arizona National Guard

SUBJECT: Alternate Work Schedule

1. References.

- a. Adjutant General memorandum, 7 Sep 04
- b. Title 32, United States Code, sections 502 and 709
- c. Title 5, United States Code, chapter 61
- d. Title 5, US Code of Federal Regulations, part 610
- e. DoD Civilian Personnel Management Service, Field Advisory Service (FAS) Reference Guide 804-PT4 (10 Nov 98)
- f. Labor Management Agreements with Association of Civilian Technicians (ACT), Chapters 61 & 71.

2. Pursuant to the above references, the Arizona Army and Air National Guard commands may return to an alternate work schedule of other than an eight-hour work day. Commanders and supervisors in the grade of O-6 have the authority to approve schedules amounting to 8-9 hour work days and 1-8 hour workday within a given 2-week pay period under the following guidelines:

- a. All office functions within the command or work area will be fully capable, Monday through Friday, during the core hours of 0800-1530. Actual start and departure times are left to supervisory discretion, within the limits set in the TAG memorandum, paragraph 2b (reference a).
- b. If an employee and supervisor change to the 9-hour schedule, a change of work schedule (CWS) form must be submitted to the appropriate payroll office in coordination with the appropriate time keeper. In order for the change to be effective for the federal payroll beginning 3 Oct 04, ARNG supervisors need to submit the changes to the USPFO Civilian Pay section **no later than Friday, 24 Sep 04**. ANG supervisors need to submit the changes to their respective Wing Civilian Pay section also by 24 Sep 04.

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c. For those employees changing to the 9-hour schedule, the 8-hour day will be in the pay week in which that employee will be working 5 days. Unless otherwise required by other command/supervisory direction, which work day consists of 8-hours and which workday will be "off" for a particular employee is left to the discretion of the applicable O-6 supervisor.

d. In those situations where holidays fall on weekends or scheduled days off, there will be no agency-wide reorganization of the work schedule. Employees, supervisors, and time keepers must work within established federal guidelines to account for those holidays. Specifically, if the holiday falls on a Sunday, then the employee's next regularly scheduled workday is taken as the "in lieu of" holiday. If the holiday falls on any other day of the week, then the employee's immediately preceding scheduled workday is the "in lieu of" holiday (example, "off" day is scheduled as Thursday, the "in lieu of" holiday for Thanksgiving must be taken on Wednesday).

e. Supervisors must also account for deployed personnel in developing a coverage schedule. However, given the possibility of an adverse impact on any LWOP status, supervisors should **not** submit CWS forms at this time (maintaining current 8-hour days).

3. For the ARNG Deputy Chiefs of Staffs, and equivalent directorate level sections, those directors must have as a core schedule the workdays of Tuesday through Thursday. Subordinate supervisors and employees within those sections remain at the discretion of the O-6 level supervisor.

4. In coordination with the ANG State Headquarters, the only additional guidance is that unit commanders (squadron level and above) are the appropriate approval level for an alternate schedule under this policy.

5. Points of contact for further information are the undersigned, LtCol Shirley Raguindin, Labor Relations, (602) 267-2430, and Mr. Jack Abeyta, ARNG Technician Pay, (602) 267-2806.

FOR THE ADJUTANT GENERAL:

Encl
TAG memo, 7 Sep 04



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